

AUTO PAYMENTS LETTER

MECHANICS BANK
EASY SWITCH

COMPANY NAME

ADDRESS

RE: Switching My Automatic Payments

ATTENTION: Accounts Receivable/Accounting

I have recently changed banks and would like to have my automatic payments with your company changed to my new account.

Please discontinue debiting the below account and begin making automatic withdrawals from my new Mechanics Bank account.

If you have any questions regarding this request, please contact me in writing or call me at the number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature
(ORIGINAL SIGNATURE REQUIRED TO AUTHORIZE CHANGE) | _____
Date

AUTOMATIC PAYMENT INFORMATION

NAME | _____
PHONE: DAY / EVENING (CIRCLE ONE)

ADDRESS | _____
CITY/STATE | _____
ZIP CODE

\$ _____
Amount debited (Enter payment amount or "amount due")

OLD BANK NAME | _____
ROUTING NUMBER | _____
ACCOUNT NUMBER

FOR: _____ | ON: _____
PAYMENT OR REASON | DATE OF PAYMENT

MECHANICS BANK | **084201184** | _____
NEW BANK NAME | ROUTING NUMBER | ACCOUNT NUMBER